



Branch Application Instructions

You Must Read The Following Carefully Before You Complete This Form

A licensee wishing to establish one or more locations in addition to the principal place of business shall first obtain a branch office license. Mortgage brokers and mortgage bankers must designate a person for each branch to oversee the operation of that office. Such person may oversee more than one branch. For all other licensees provide the name of a contact person or branch manager.

The attached application is to be used by **ALL** licensees who are applying for branch licenses. Please ensure that all requested information in the application is completed prior to your submission. The **application fee** for each location must accompany the application.

Application fees are non-refundable and are listed below.

Also, include the **prorated license fee** with the application to expedite the license process. To determine the prorated license fee refer to your type of license, look under the column for the month of the application. In addition you will be required to pay an annual renewal fee for each branch license.

License Type	Application Fee	<u>Plus - Prorated License Fees</u>			
		Jan/Feb/Mar	Apr/May/June	July/Aug/Sept	Oct/Nov/Dec
Mortgage Banker	\$500.00	\$62.50	\$250.00	\$187.50	\$125.00
Commercial Mortgage Banker	\$500.00	\$62.50	\$250.00	\$187.50	\$125.00
Escrow Agent	\$500.00	\$187.50	\$125.00	\$62.50	\$250.00
Trust Company	\$500.00	\$250.00	\$187.50	\$125.00	\$62.50
Sales Finance	\$250.00	\$100.00	\$50.00	\$200.00	\$150.00
Debt Management	\$250.00	\$100.00	\$50.00	\$200.00	\$150.00
Mortgage Broker	\$250.00	\$150.00	\$100.00	\$50.00	\$200.00
Consumer Lender	\$500.00	\$100.00	\$50.00	\$200.00	\$150.00
Premium Finance Company	\$0.00	\$300.00	\$300.00	\$150.00	\$150.00
Motor Vehicle Dealer	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
continued	continued	Nov/Dec/Jan	Feb/Mar/Apr	May/June /July	Aug/Sept/Oct
Collection Agency	\$500.00	\$50.00	\$200.00	\$150.00	\$100.00
Deferred Presentment	\$500.00	\$150.00	\$100.00	\$50.00	\$200.00
Money Transmitter	\$500.00	\$25.00	\$18.75	\$12.50	\$6.25

NOTE: Shaded application branch types above **must** be Arizona locations only.

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Branch Application		
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Type Or Print Legibly All Information

If requesting permission for several branch sites, use a separate application form for each site.

To The Superintendent of Banks:

The "Principal Place of Business" licensed by the Arizona State Banking Department as a/an

- (a.) _____
License Type
- (b.) _____
Principal AZ License Number
- (c.) _____
Exact Name of Licensee on your License
- (d.) _____
Exact DBA / Trade name if applicable on your License:
- (e.) _____ City _____ State _____ Zip _____
Address on your "Principal" license
- Hereby request permission to establish a branch office at the following location:
- (f.) _____ () - _____
Street Address & (suite #) City State Zip Telephone
- _____ ☐ Commercial Location ☐ Residence
- (g.) _____
Designated Branch Manager (Overseer or Contact Person)

Requests for additional information or other communications concerning this application should be directed to:

- (h.) _____ () - _____
Name Title Telephone Extension #
- (i.) _____ () - _____
Mailing Address City State Zip Fax Number

Authorized Individual: I hereby certify that to the best of my knowledge, this application contains no misrepresentations or omissions of material facts. An **Owner/Officer/Member** on file with our Department **must sign** this form.

- (j.) _____ Title _____ Signature _____
Print Name
- _____ - _____ ext. _____
Telephone Number ()

Checklist for Branch Application:

- ☐ **Complete Application (a through j)**
- ☐ **Application Fee**
- ☐ **Prorated Licensing Fee**